

Canc frp: Oct 00

CNETNOTE 1520

Code WLO

09 DEC 1999

CNET NOTICE 1520

Subj: SHORE STATION COMMAND SEMINAR PROGRAM FOR FY00

Ref: (a) SECNAVINST 1520.9A

1. Purpose. To provide information on the curriculum, publish a schedule of convening and graduation dates, and outline quota procedures for the training program for Prospective Commanding Officers (PCO) and Prospective Executive Officers (PXO) of shore station commands.

2. Background. Established by reference (a), this course is designed to prepare senior military officers for the complex task of leading the personnel and managing the financial and facility resources of shore establishments. This notice has been coordinated with the Commandant of the Marine Corps. The Commandant has authorized its transmission to Marine Corps commands. The following paragraphs publish the course objective, outline the curriculum content, publish enrollment criteria, and set forth the FY00 course dates.

3. Objective. To prepare commanding officers and executive officers of shore installations to more effectively manage assigned duties in the execution of their leadership duties.

4. Content. The revised 4-week curriculum is organized below into functional topic areas which contain topics that may be covered by one or more classroom presentations, seminars, case studies, or professional reading sessions.

a. Director's Topics

- (1) Course Introduction, Administrative Remarks
- (2) Course Evaluation
- (3) Keynote and Graduation Address
- (4) Luncheon Program

b. Installation Management

- (1) DCNO N4 - Shore Logistics
- (2) Shore Installation Management
- (3) Regionalization/Installation Claimant Consolidation
- (4) Smart Base
- (5) Base Level Information Infrastructure (BLII)
- (6) Strategic Sourcing

c. Facilities Management

- (1) Chief of Civil Engineers
- (2) NAVFAC Corporate Overview
- (3) Facility Planning
- (4) CO PWC/Public Works/Contracting Services
- (5) Military Construction
- (6) Family Housing/Bachelor Quarters

d. Environmental Management

- (1) Environmental Regulations and Protection
- (2) Regional Environmental Coordinator
- (3) Environmental Planning/Remediation/Pollution Prevention
- (4) Natural Resources/Historical - Cultural Resources
- (5) Hazardous Waste/Clean Air/Clean Water Acts
- (6) Environmental Funding Programs
- (7) Personal Liability
- (8) Environmental Case Study

e. Quality of Life (QOL)

- (1) QOL Programs and Management (PERS-6, N46)
- (2) MWR and MWR Financial Management
- (3) Child Development Program
- (4) Family Services Center Program
- (5) Family Advocacy/Sexual Assault Victim Intervention

f. Military Personnel Management

- (1) Chief of Naval Personnel - Military Personnel Policy
- (2) Master Chief Petty Officer of the Navy
- (3) Drug and Alcohol Abuse
- (4) EO issues/CMEO/Sexual Harassment
- (5) Women's Programs and Issues
- (6) HIV Program/Suicide Prevention Program
- (7) Recruiting

g. Legal

- (1) Judge Advocate General
- (2) Naval Justice School for Installation Management

h. Public Affairs

- (1) CHINFO
- (2) Media Training
- (3) Public Speaking
- (4) Community Affairs

i. Financial Management

- (1) Planning, Programming, and Budgeting System (PPBS)
- (2) Navy O&MN
- (3) Navy Working Capital Fund
- (4) Civilian Personnel Full-Time Equivalencies
- (5) Fleet Comptroller
- (6) Budgeting/Accounting
- (7) Financial Management Workshop/Case Study
- (8) Naval Audit Service

j. Legislative Affairs and Congressional Office Visits

- (1) Office of Legislative Affairs (OLA)

k. Safety

- (1) COMNAVSAFECEN
- (2) Navy Occupational Safety and Health (NAVOSH)
- (3) Operational Risk Management

l. Force Protection

- (1) Naval Criminal Investigative Service
- (2) Force Protection/Anti-Terrorism

m. Supply

- (1) Navy Supply System
- (2) Food Services/Household Goods/Disbursing/ATMs
- (3) Navy Exchange System
- (4) Contracting and Services
- (5) Activity Based Costing/Management (ABC/ABM)

n. Medical

- (1) Surgeon General
- (2) Stress Management
- (3) BUMED Breakout Module
- (4) Navy Environmental Health

o. Explosives and Weapons Safety

- (1) Defense Ammunition Center Executive Course

p. Civilian Personnel Management

- (1) Overview/Tutorial of Civilian Personnel Management
- (2) Equal Employment Opportunity (EEO)/EEO Complaints
- (3) Establishing Staff Levels and Positions
- (4) Civilian Compensation and Performance Management
- (5) Recruiting, Hiring, and Promoting Civilian Employees

- (6) Employee/Labor Relations/Alternative Dispute Resolution
- (7) Reorganization/Downsizing
- (8) Civilian Personnel Leadership Development
- (9) Civilian Personnel Law
- (10) Civilian Personnel Director
- (11) Civilian Personnel Case Study

q. Command Management

- (1) Director's Command Seminars
- (2) Current Installation Commanders
- (3) Navy IG

r. Special Command Interest Issues

- (1) Adaptive and Strategic Planning/Benchmarking
- (2) Command Religious Program
- (3) Navy and Marine Corps Relief Society
- (4) Entitlements and Benefits-Navy Mutual Aid Association

s. Commanding Officer/Flag Officer Perspectives

- (1) Current and Former Installation Commanders
- (2) Flag Officers include: N1, N4, N7, N44, N45, N46, N82, JAG, CHINFO, Surgeon General, COMNAVSUPSYSCOM, COMNAVFACENGCOM, COMNAVSAFECEN, Navy IG, Fleet N46, and Regional Commanders

t. Overseas Breakout Sessions

- (1) Department of Defense Schools
- (2) State Department Host Nation Agreements
- (3) Broadcasting
- (4) Civilian Personnel Issues
- (5) Legal - International Law
- (6) Environmental

5. Quota Eligibility

a. Permanent Change of Station (PCS). The Deputy Chief of Naval Operations (DCNO-N1) has responsibility for establishing requirements and the Navy Personnel Command (PERS-444) has nominating authority for naval officers attending under PCS orders and utilizing central funding for per diem and travel expenses. Inquiries concerning quotas under PCS orders should be addressed to:

Navy Personnel Command (PERS-444)
5720 Integrity Drive
Millington, TN 38055-0000
(Attn: Ms. Coretta Young)

Phone: (901) 874-4060, DSN 882-4058
Email: corretta.young@persnet.navy.mil

b. Temporary Additional Duty (TAD). Quotas for officers in the grade of 0-4 and above, currently in receipt of orders to a shore command as a commanding officer, executive officer, or staff, or for officers currently in such billets, may be requested on a space available basis from the Director, Shore Station Command Seminar. The requesting command or major claimant with travel and per diem funding responsibility must provide funding for such quotas. Inquiries concerning quotas for TAD orders should be addressed to:

Director, Shore Station Command Seminar
Naval Education and Training Center
Washington, DC Training Unit
2 Navy Annex, RM 1618
Washington, DC 20370-2000
(Attn: Ms. Rosie Page-Wallace)
Phone: (703) 614-5748, DSN 224-5748)
Email: NETC301A@Bupers.navy.mil

c. Marine Corps (PCS/TAD). Names of Marine Corps nominees will be coordinated with the Commandant of the Marine Corps (Code MMOA3) (LtCol C. S. Hadinger, Phone: (703)784-9284, DSN 278-9284, Email Christopher_S_Hadinger/MM/MANPOWER@manpower.usmc.mil) prior to forwarding to the Director, Shore Station Command Seminar.

6. FY00 Schedule

a. Course Dates for Shore Station Command Seminar (SSCS)

- (1) 28 FEB to 24 MAR 2000
- (2) 01 MAY to 26 MAY 2000
- (3) 10 JUL to 04 AUG 2000
- (4) 11 SEP to 06 OCT 2000

b. Location. Washington, DC metro area.

c. Staff. CAPT G. E. Williams - Director, DSN 224-5748/(703) 614-5748, NETC301@Bupers.navy.mil; Ms. Page-Wallace - Administrator, DSN 223-3204/(703) 693-3204, NETC301A@Bupers.navy.mil; Ms. Kopack - Assistant, DSN 224-5748/(703) 614-5748, NETC301B@Bupers.navy.mil.

7. Cancellation Contingency. This notice remains in effect until superseded.

/S/D.L. BREWER
Vice Chief of Naval
Education & Training

Distribution:

SNDL A3 (DCNO-N8 (N85, N86, N87, N88), DCNO-N4 (N44, N45, N46))
A5 (CHNAVPERS (PERS-4, 4B, 41, 42, 43, 44, 444))
A6 (CMC (L, LF, MM, MMOA))
F (Shore Activities under CNO)
V (Shore Activities under CMC)